EXAMPLE

CHARTER

Steering Team

for

Software Process Improvement

Version 1.0

Latest Revision Date:

25 June 1993

Establishment of the Steering Team.

The Steering Team is established to facilitate evaluation and improvement of all our software processes and products.

Steering Team Objectives.

The primary objective of the Steering Team is to provide management approval, guidance, and support to the improvement of software development processes. The Steering Team empowers the Software Engineering Process Group (SEPG) to achieve the software development improvement objectives. Under the auspices of the Steering Team, the SEPG guides the software process improvement initiatives.

Steering Team Duties.

The specific duties of the Steering Team are:

To review recommended quality improvement initiatives as presented by the SEPG.

To approve/disapprove quality improvement initiatives.

To ensure that adequate resources are provided for SEPG activities.

To monitor the status of improvement activities.

Membership.

The Steering Team is composed of:

The senior software manager, who shall serve as the Steering Team chairperson.

The software managers reporting directly to the senior software manager.

The SEPG chairperson.

Voting.

Each member of the team shall have one vote. Should an issue result in a tie vote, the Steering Team chairperson shall make the final decision.

Meetings.

The Steering Team meetings will be convened monthly. The Steering Team Chairperson may call additional meetings for issues requiring immediate attention. The meetings will be attended by the Steering Team members and others principals if requested by the Steering Team chairperson. The Steering Team chairperson will be responsible for the collection and dissemination of the minutes.